

S: 31 July 1998

CEIM-L (25-5b)

10 July 1998

MEMORANDUM FOR Directors/Chiefs of Information Management

SUBJECT: Information Mission Area (IMA) Planning Guidance

1. References:

a. Memorandum, HQUSACE Directors and Chiefs of Separate Offices and all USACE Commands, ATTN: Directors and Chiefs of Information Management, 24 March 1998, subject: Information Technology Investment Portfolio System.

b. Memorandum, CEIM-L, 17 July 1997, subject: Information Mission Area (IMA) Planning Guidance For FY98-FY05.

2. The purpose of this memorandum is to provide guidance for the second year of the FY98 Planning Cycle and to provide information on upcoming events that will affect future IMA planning. The first year of the FY98-05 planning period will come to a close on 30 September 1998. We will open the database for entering new Requirement Statements (RS) for FY99 and beyond; entering actual (obligated) dollars for FY98 planned assets; and reprogramming remaining FY98 planned dollars to outyears. It is important to note that all new RSs created for FY99 will carry the CE99XXX identifier. The Requirement Statement Management System (RSMS) will be opened for entering new RSs for FY99 on 27 July 1998 and will close 30 September 1998. New RSs entered after 30 September 1998 will be considered out of cycle.

3. RSMS currently shows \$200,673,046 planned for FY98 with only \$25,939,434 obligated to date. Reprogramming of unused FY98 planned, as well as entering actual (obligated) dollars against FY98 planned assets should be accomplished by 31 December 1998. The reprogramming of FY98 planned dollars will no longer be permitted after closing the database. Delegated Validation Authorities should allow enough time for approving (validating) reprogrammed RS in meeting the database closure date. After closing the database, we will freeze the FY98 data for comparison with the initial or baseline snap shot for FY98 (planned and actuals). Also, we will make a snap shot of the FY99 planned assets to serve as the new baseline for FY99.

4. The recent expansion of the Information Technology Investment Portfolio System (ITIPS) to include all Information Technology (IT) has created some overlap with the functions of RSMS. We believe that ITIPS can evolve to provide a single tool for planning, budgeting, and evaluating our IT investments in compliance with the Clinger Cohen Act of 1996 and other recent

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legislation. We are planning to conduct a Mini-Structured Requirement Analysis Plan (STRAP) to help determine what planning/RSMS functions should be retained and integrated into ITIPS. The STRAP is planned for the week of 14 September 1998 in the Washington DC area. We need volunteers (Division, District, Laboratory, and Field Operating Activities) to participate in the STRAP. If you are interested in participating, please furnish your name, phone number, and E-mail address to one of the points-of-contact, listed below, NLT COB 31 July 98.

5. Points of contact are Ward Sevila, (202) 761-1673; Johnnie Mae Carter, (202) 761-1612; or Michele Martin, (202) 761-0609.

FOR THE COMMANDER:

/s/

EDWARD HUEMPFNER
Acting Director, Directorate of
Information Management